



**An Independent Public School**

**KINDERGARTEN  
and  
PRE PRIMARY**

**PARENT INFORMATION BOOKLET**

**Address:** 80 Railway Street  
COTTESLOE WA 6011

**Phone:** 9382 7100

**Email:** [northcottesloe.ps@education.wa.edu.au](mailto:northcottesloe.ps@education.wa.edu.au)

**Website:** [www.northcottesloeps.wa.edu.au](http://www.northcottesloeps.wa.edu.au)

## WELCOME

Welcome to North Cottesloe Primary School.

We look forward to an enjoyable and enriching year with your child. This booklet has been provided to help caregivers understand the function and operation of the Kindergarten and Pre Primary, which is an integral part of the school.

We recommend you keep this booklet handy.

### SESSION TIMES

Doors Open	8.45am
Classes Commence	9.00am
End of Day	3.00pm

### TERM DATES FOR 2022

<b>TERM 1</b>	Monday 31 January	Friday 8 April
<b>TERM 2</b>	Tuesday 26 April	Friday 1 July
<b>TERM 3</b>	Monday 18 July	Friday 23 September
<b>TERM 4</b>	Monday 10 October	Thursday 15 December

### Staff Development Days – Students do not attend on these days

Friday 27 <sup>th</sup> May	(Term 2)
Monday 18 <sup>th</sup> July	(Term 3)
Monday 10 <sup>th</sup> October	(Term 4)

### PUBLIC HOLIDAYS

Monday	7 March	Labour Day
Friday	15 April	Good Friday
Monday	18 April	Easter Monday
Thursday	25 April	ANZAC Day
Monday	6 June	WA Day
Monday	26 September	Queen's Birthday

# Kindergarten Days 2022

2022 Attendance Roster

Mon/Tue/Wed						
Term 1						
Week	Mth	Mon	Tue	Wed	Thu	Fri
1	Jan/Feb	31	1	2	3	4
2	Feb	7	8	9	10	11
3	Feb	14	15	16	17	18
4	Feb	21	22	23	24	25
5	Feb/Mar	28	1	2	3	4
6	Mar	7	8	9	10	11
7	Mar	14	15	16	17	18
8	Mar	21	22	23	24	25
9	Mar/Ap	28	29	30	31	1
10	Apr	4	5	6	7	8
Term 2						
Week	Mth	Mon	Tue	Wed	Thu	Fri
1	Apr	25	26	27	28	29
2	May	2	3	4	5	6
3	May	9	10	11	12	13
4	May	16	17	18	19	20
5	May	23	24	25	26	27
6	May/Jun	30	31	1	2	3
7	Jun	6	7	8	9	10
8	Jun	13	14	15	16	17
9	Jun	20	21	22	23	24
10	Jun/Jul	27	28	29	30	1
Term 3						
Week		Mon	Tue	Wed	Thu	Fri
1	Jul	18	19	20	21	22
2	Jul	25	26	27	28	29
3	Aug	1	2	3	4	5
4	Aug	8	9	10	11	12
5	Aug	15	16	17	18	19
6	Aug	22	23	24	25	26
7	Aug/Sep	29	30	31	1	2
8	Sep	5	6	7	8	9
9	Sep	12	13	14	15	16
10	Sep	19	20	21	22	23
Term 4						
Week		Mon	Tue	Wed	Thu	Fri
1	Oct	10	11	12	13	14
2	Oct	17	18	19	20	21
3	Oct	24	25	26	27	28
4	Oct/Nov	31	1	2	3	4
5	Nov	7	8	9	10	11
6	Nov	14	15	16	17	18
7	Nov	21	22	23	24	25
8	Nov/Dec	28	29	30	1	2
9	Dec	5	6	7	8	9
10	Dec	12	13	14	15	16
Mon/Tue Alt Wed						
School Closed						

Wed/Thur/Fri						
Term 1						
Week	Mth	Mon	Tue	Wed	Thu	Fri
1	Jan/Feb	31	1	2	3	4
2	Feb	7	8	9	10	11
3	Feb	14	15	16	17	18
4	Feb	21	22	23	24	25
5	Feb/Mar	28	1	2	3	4
6	Mar	7	8	9	10	11
7	Mar	14	15	16	17	18
8	Mar	21	22	23	24	25
9	Mar/Ap	28	29	30	31	1
10	Apr	4	5	6	7	8
Term 2						
Week		Mon	Tue	Wed	Thu	Fri
1	Apr	25	26	27	28	29
2	May	2	3	4	5	6
3	May	9	10	11	12	13
4	May	16	17	18	19	20
5	May	23	24	25	26	27
6	May/Jun	30	31	1	2	3
7	Jun	6	7	8	9	10
8	Jun	13	14	15	16	17
9	Jun	20	21	22	23	24
10	Jun/Jul	27	28	29	30	1
Term 3						
Week		Mon	Tue	Wed	Thu	Fri
1	Jul	18	19	20	21	22
2	Jul	25	26	27	28	29
3	Aug	1	2	3	4	5
4	Aug	8	9	10	11	12
5	Aug	15	16	17	18	19
6	Aug	22	23	24	25	26
7	Aug/Sep	29	30	31	1	2
8	Sep	5	6	7	8	9
9	Sep	12	13	14	15	16
10	Sep	19	20	21	22	23
Term 4						
Week		Mon	Tue	Wed	Thu	Fri
1	Oct	10	11	12	13	14
2	Oct	17	18	19	20	21
3	Oct	24	25	26	27	28
4	Oct/Nov	31	1	2	3	4
5	Nov	7	8	9	10	11
6	Nov	14	15	16	17	18
7	Nov	21	22	23	24	25
8	Nov/Dec	28	29	30	1	2
9	Dec	5	6	7	8	9
10	Dec	12	13	14	15	16
Thur/Fri Alt Wed						
School Closed						

Monday 7 March  
 Monday 25 April  
 Monday 6 June  
 Friday 27 May  
 Monday 18 July  
 Monday 10 October  
 Friday 15 December

Labour Day  
 ANZAC Day  
 WA Day  
 School Development Day  
 School Development Day  
 School Development Day  
 School Development Day

## School

North Cottesloe Primary School is committed to providing opportunities and experiences that support students to aspire to excellence in all their endeavours. Students are supported to become life-long learners who are valued members of our community. Our students will be resilient, capable, adaptable, critical and creative individuals.

Our staff are committed to working collaboratively in an environment where professional learning is valued.

We are committed to working collaboratively with caregivers to create an enriched learning environment for our students. Strong partnerships with caregivers and the community are highly valued.

## Vision

At North Cottesloe Primary School, we will strive to inspire a passion for learning and to nurture caring and respectful citizens.

For our school community this means:

- Staff will employ highly effective teaching practices that are consistently applied in all classrooms within a culture of trust, collaboration and reflection.
- Students are inspired to be passionate, self-reflective learners who strive to achieve their full potential.
- Parents/carers will positively support staff as partners in their child's learning.

## Values

**Excellence** - We strive to achieve our personal best in everything we do.

**Respect** - We treat ourselves and others with dignity and consideration.

**Integrity** - We do the right thing by others and ourselves.

**Care** - We show concern for, and look after, ourselves, others, property and the environment.

## Beliefs

- The needs of the students come first.
- Parents/carers are our partners in the education of the students.
- North Cottesloe Primary School is an institution of learning excellence.
- We will model the behaviours we expect.

## Our Philosophy

Our centre aims to provide a quality Early Childhood Program focusing on whole of child development, incorporating a balanced academic program with play-based opportunities for learning.

We believe intentional teaching, child directed play, and guided play are important elements of our program. Our programs are evidenced based (what can children do, say, write, create now and where do they need to go) and guided by the Early Years Learning Framework, West Australian Curriculum, and the West Australian Kindergarten Curriculum Guidelines and National Quality Standards.

We believe that quality teaching is as important as the curriculum itself, and are constantly reflecting on our own teaching. We work collaboratively to improve teaching and learning experiences for all stakeholders.

We believe that our teaching pedagogy and assessment practices need to be connected and cohesive to ensure a comprehensive learning program is developed for each child. We strive for consistency across our classes and for staff to work collaboratively to develop guidelines, documents, programs and protocols.

We acknowledge the importance of collaboration with families, supporting our common purpose of advancing children's learning inside the classroom and beyond.

We aim to foster a strong sense of community through our connection with outside agencies, the Wanslea community organisations, our local childcare agencies, our network schools and the Seaview Community Kindergarten.

We believe quality interactions and positive, respectful relationships are key components of a successful curriculum.

Staff are committed to improvement; endeavouring to provide the best environment and learning experiences possible for each child.

### **Program Information**

Our programs are based on the principles of the Early Years Learning Framework (EYLF) and the Western Australian Curriculum.

Fundamental to the EYLF is a vision for children's learning. The following three characteristics underpin children's learning and development.

- **Belonging** is integral to children's existence as it is important that children have an understanding of where and with whom they belong. Belonging recognises children's growing interdependence, the crucial importance of positive relationships and connections with family and community. Belonging is also central to the building of identity and is pivotal in children's understanding of who they are now and what they might become.
- **Being** recognises the importance of the here and now in children's lives. Early childhood is a time of significant growth and development, challenges and joys as children try to make sense of their world. It is more than just preparation for the future.
- **Becoming** describes the swift and significant change in children's identities, knowledge, capacities and skills that are shaped across childhood as children grow and learn. Children learn to participate actively in society.

The five learning outcomes of the EYLF aim to capture the integrated and complex learning and development of all children from birth to age five. They are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

Children's learning is not predictable and linear, so children will progress towards these outcomes in different ways and at different rates.

## **Thriving in the First Few Weeks**

On the first day at Kindergarten and Pre Primary your child will need to bring a broad brimmed hat, bag containing a change of clothes, a drink bottle of water, morning tea (in a separate container) and their lunch box – all clearly labelled with their first name and surname.

The following tips are included to help make those first few weeks as smooth as possible:

- Always display a positive attitude towards your child going to school. Young children are very good at picking up and reflecting the emotions of the people who are important to them. If they sense that you are anxious about a situation, then your child will more often than not, feel the same way too.
- Always say “goodbye” to your child and be clear about what is happening. Say things like, “It’s your special time to play with the other children/toys” and “I will be back to get you this afternoon to take you home”. Please do not sneak away, as this can cause distress and a disrupt trust.
- If your child becomes upset at leaving you, the best thing to do is give them a kiss and hug, say “goodbye” and go. Don’t be embarrassed or upset if your child cries. The first few weeks can be overwhelming for some children. We will be there to assist you if this happens. Most children who do shed a tear or two are fine within the first five minutes of you leaving.

## **Parent/Carer Roster**

You are more than welcome to attend Kindergarten and Pre Primary sessions with your child. We like to encourage each caregiver to place their name on the Roster each term.

A duty roster will be posted on the notice board. If you find you cannot help on a rostered day please swap with somebody, or maybe a grandparent would like to do it for you. Parental/carers involvement is an important part of our program as:

- It gives you the opportunity to share in your child’s experience.
- Your child will benefit from your support and interest.
- An extra pair of hands always adds to the smooth running of the program.

We would prefer it if you could make other arrangements for siblings when coming on roster where possible.

To allow each child time to settle into the Kindergarten and Pre Primary environment and become familiar with their new peers and teachers, we will commence our parent roster late in Term 1. This also helps with establishing boundaries and routines.

## **Kindergarten Timetable**

Kindergarten students will be attending for an average of five days per fortnight. This will see students attend two full days being either Mondays and Tuesdays or Thursdays and Fridays and alternating Wednesdays for a full day making it a five-day fortnight. A timetable is included at the front of this booklet.

## **Arrival and Departure**

Parents/carers must wait with their child until the doors are opened at 8.45am. Then caregivers are welcome to come in and help get their child ready for the day. The bell will sound at 9.00am for the children to say goodbye to their parents/carers and move to the mat. Please be on time so our program is not interrupted and ensure that you collect your child promptly at the end of each day.

Due to safety reasons, children are not permitted on the outside play equipment prior to the commencement of the day and at the end of the day.

To assist with smooth departures at the end of the day, staff will stand at the classroom doors and send children to their caregivers as they see them arrive. Due to the large volume of students exiting at once, we ask that caregivers wait at the following places to collect their child:

- EC1 (Pre Primary) caregivers meet their child at the bottom of the entry stairs.
- EC2 (Pre Primary) caregivers meet their child at the bottom of the ramp outside their classroom (side playground).
- EC2 (Kindergarten) caregivers come up the entry stairs and wait outside the classroom.

### **Custody/Someone Else Collecting Your Child**

Please inform us if only one parent or guardian has legal custody. We also need to know if your child is to be collected by someone other than yourself. A communication book is placed inside the Kindergarten and Pre Primary entrance in which you can note down the information. An authorisation form will also be provided. This form allows you to provide information to us regarding other people who may regularly collect your child.

### **Absentees**

To ensure a successful introduction to school and to allow for continuity in the educational program, it is important that your child attends regularly. If your child is to be absent you are required to advise the school office by using the absentee option on the School Stream app or by calling the office on 9382 7100.

To comply with our Duty of Care regulations, the school must be able to account for any student absences from school, whether part or full days. If your child arrives after school has commenced or needs to leave before the end of the school day, please sign them in or out at the school office in the appropriate register.

### **Sick Children**

Communicable illnesses can be spread easily when children are in close contact with one another. Please keep sick children at home to reduce the spread of infection and to allow them time to recover. If your child has vomited or had diarrhoea, please keep him/her at home for 24 hours after the last episode.

With contagious illnesses or diseases such as chicken pox, measles and head lice, please notify staff so that we may inform other families. The Health Department of WA website has information regarding when to exclude children with common illnesses.

[https://ww2.health.wa.gov.au/Articles/A\\_E/Communicable-disease-guidelines](https://ww2.health.wa.gov.au/Articles/A_E/Communicable-disease-guidelines)

*Please also regularly check your child's hair for head lice. If you are unsure of what to look for you can speak to a staff member.*

### **Medication (short term)**

Caregivers need to complete an Administration of Medication form, available from the school office, if medication is to be administered by school personnel. Medication needs to be clearly labelled with name of child and dosage.

### **Medical Conditions**

Please advise us if your child has a medical condition, and the school office will provide you with the appropriate forms for a daily management plan and/or an emergency action plan e.g. anaphylaxis, asthma.

## **Communication**

To facilitate clear communication between caregivers and staff, the following processes are in place:

- A school newsletter is available fortnightly on a Friday afternoon via the School Stream app. Please read the newsletter carefully, as it has information regarding upcoming events. <https://www.schoolstream.com.au/download/>
- Excursion permission slips, and updates on events and processes occur through the School Stream App
- Teachers share class information with caregivers via Seesaw
- Emails are also sent to families, so please ensure the school office has your current email address.
- Messages on the Kindergarten and Pre Primary noticeboard.
- A communication book near the entrance of the Kindergarten and Pre Primary classrooms.

## **Appointments**

Before and after school are busy times, so to properly discuss your child's progress or social/emotional wellbeing, please make an appointment with your child's teacher.

## **Reporting**

This is an ongoing process and includes formal and informal reporting.

Progress Meetings – These will be held at the end of Term 2. The teacher will provide you with an update on how your child is progressing academically and socially/emotionally, and discuss the next focus in your child's learning.

Reports – You will receive a formal report at the end of each semester showing how your child has progressed over their year.

## **Personal Requirements**

A list of student requirements is distributed in November for the following year. Orders can be placed online through Campion, or purchased elsewhere if you choose. In Kindergarten and Pre Primary we share items communally, so *there is no need to label items, except for your child's Portfolio which will have their individual work placed inside.*

## **Clothes**

- It is an expectation that all students wear the full school uniform. The uniform can be purchased from the online School Uniform Shop [www.quickcliq.com.au](http://www.quickcliq.com.au)
- Clothes with paint on them should be soaked in COLD WATER and preferably given a rub with laundry soap before washing.
- Check that your child's clothes allow them to go to the toilet easily. Independence is hindered when your child needs to ask for assistance to go to the toilet (undoing buttons, belts, clips).
- Please ensure your child wears footwear appropriate for climbing e.g. sneakers. Laces are not appropriate for young students unless they can independently take them on and off.
- Clearly label all items of clothing with your child's first and surname
- *Please ensure you place a spare change of clothes in your child's bag in case of an accident.*

## **Hats**

We ask that each child purchase a school wide brimmed hat. To support sun protection, at North Cottesloe Primary School there is a 'NO HAT, NO PLAY' rule. This rule applies for every school day, for the entire year.

### **Bags**

Children will need to bring a bag every day. Please label bags clearly on the outside and ensure they are not too small. The bags need to be able to hold a lunch box, drink bottle, spare clothes, library book and children's work. Children should be able to open and close their bags.

### **Library**

Pre Primary children change their library books weekly and Kindergarten children change their library books fortnightly. Every child must have a waterproof library bag, which can be purchased from Champion or Uniform Concepts. Please make sure the bag is labelled with your child's name and remember to return the book to school on your child's library day. Please be aware that lost or damaged books will need to be replaced or paid for.

### **Healthy Foods**

North Cottesloe Primary School has Healthy Eating Guidelines which you can access on our website. Accordingly, we encourage you to send nutritious food with your child and to avoid food and drinks with high sugar or fat content. Children at our school, are told not to share food from their lunchboxes. If your child is celebrating their birthday on a school day, we ask that you do not bring food to celebrate.

### **Morning Tea and Lunch**

Please provide a healthy morning tea in a separate container for your child. We encourage that you pack at least one piece of fruit each day. Other suggestions can include cheese and vegetables such as carrot or cucumber.

Children will also need to bring along a packed lunch. Please ensure you put in a cold ice pack to keep lunches cool in the summer. Lunch boxes and morning tea containers need to be clearly labelled on the outside with your child's name. Daily lunch - Please send a healthy, well balanced lunch for your child e.g. sandwich, crackers, fruit, cheese, yoghurt. We prefer no crisps, chocolate bars, lollies, juice or flavoured drinks to be consumed at school. The school canteen is open Monday, Thursday and Friday for lunch purchases only. No canteen morning tea or ice creams are available for Kindergarten or Pre Primary students. All canteen orders are completed online at: [www.quickcliq.com.au](http://www.quickcliq.com.au)

As we are a waste-wise school, fruit and vegetable scraps will be added to our worm farm each week, and we ask that families try to minimise unnecessary wrapping of food items.

### **Drinks**

Each child is required to bring their own drink bottle of *water* every session. Their bottle needs to be clearly labelled with their name on it. Children will be able to bring their drink bottle into the classroom.

### **Allergy Aware School**

We have a number of students in the school with severe life threatening allergies (anaphylactic reactions) to products, particularly nuts and eggs.

We are seeking your support in creating a safer environment by:

- Talking to your child about allergies and what they can do to protect their friends who have allergies.

- Encouraging your child to not share or swap their food with others.
- Encouraging your child to wash their hands before and after eating.
- Not providing nuts, peanut paste, Nutella sandwiches or snack bars with nuts at school.
- Not providing food where egg is the main ingredient e.g. egg sandwiches, quiches, fried rice with egg, frittatas, boiled eggs
- When having other children to play or for a party be aware they may have allergies, including anaphylactic reactions. We recommend you plan for any dietary needs and medication in discussion with the relevant parent.

### **Vehicle Safety/Park and Walk**

We ask that you observe the 40km speed limit around all school sites. Please escort your child to the entrance of their classroom and be advised that Kindergarten and Pre Primary children are not permitted to leave the grounds without a known adult, or be left without an adult in attendance. If anyone but you (parents/guardians) will be collecting your child, you will need to complete the communication book at the entrance to the centre.

At arrival and departure times, parents will need to PARK on Railway St and WALK their children up the path to their classroom.

**THERE IS NO PARKING FOR OUR SCHOOL STAFF OR CAREGIVERS AT THE  
KINDERGARTEN/PRE PRIMARY SITE.**

**THIS IS FOR CANCER WELLNESS CLIENTS AT SOLARIS.**

**PLEASE PARK ON RAILWAY STREET AND WALK UP THE DRIVEWAY.**

We appreciate your support in helping us to maintain a positive relationship with our neighbours.

### **Laundry Roster**

As we haven't any laundry facilities, we ask our Pre Primary families to share the washing of tea towels, hand towels and aprons. A roster will be drawn up and you will be asked to volunteer for laundry duty throughout the year. The laundry needs to be returned as soon as possible. Thank you for your help in this area.

### **Toys**

*Please do not allow your child to bring toys to school.* We cannot be responsible for loss or damage and children do become very upset if something unforeseen happens to their special possessions. The children will have an opportunity to bring something from home for news telling sessions throughout the year.

### **Emotional Needs**

Beginning Kindergarten and Pre Primary requires some adjustments for the child. This may take time so your child will need your support, understanding and encouragement. Communication between the teacher and the parent is very important. If problems arise, please feel free to discuss these with us. Appointments can be made for more formal discussions about your child's progress.

We aim to provide a safe and nurturing environment for each child, to encourage positive self-concepts, which are vital for development.

We look forward to working with you as a partner in your child's education and to guiding the children through this exciting time in their lives.